



Manpower Standard

VIDEO PRODUCTION ELEMENT

This Air Force Manpower Standard (AFMS) provides the manpower needed to support a MAJCOM, Center, or Objective Wing Support Flight during peacetime. This standard will apply to units having a Defense Visual Information Activity Number (DVIAN) as authorized by HQ USAF/SCMV. It does not apply to the Air National Guard or the Air Force Reserve. This AFMS was developed in accordance with AFMAN 38-208, *Air Force Management Engineering Program (MEP)-Processes*. Send comments and suggested improvements on AF Form 847, **Recommendation for Change of Publication**, through channels, to AFMEA/AEDA, 550 E Street East, Randolph AFB, Texas 78150-4451.

1. Core Composition. The video production element is responsible for creating motion media products designed for an intended audience. It is primarily used to support training, education, operations or corporate communications requirements. Complex video production embodies script conceptualization, design and development, video camera recording using single or multiple cameras on location or in a studio, on-camera or voice-over narration, computer-generated graphics/titles, video editing and maintenance. This element was developed for the video production element supporting MAJCOM and below activities.

1.1. Core Element Manpower Required. 7

| | | | |
|---|---------------------------------------|----------------|-------|
| 1 | Producer/Director | LT-CPT or CIV | 33V3 |
| 2 | Video Production Journeyman/Craftsman | SRA-SSG or CIV | 3V0X3 |
| 1 | Broadcast Journeyman | SRA-SSG or CIV | 3N0X2 |
| 1 | Graphics Journeyman/Craftsman | SRA-SSG or CIV | 3V0X1 |
| 2 | Video Maint Journeyman/Craftsman | SRA-SSG or CIV | 2E1X4 |

1.1.1. **Manning.** AFSCs 3N0X2 and 3V0X3 may be substituted for each other with MAJCOM approval.

2.1. **Classification.** Type III

1.1.2. **Core Range.** 1 - 7

2.2. **Approval Date.** February 1995

1.1.3. **Programming Factor.** Video Production Minutes

2.3. **Man-hour Data Source.** Manpower Staffing Pattern.

2. Standard Data:

2.3.1. **Number of Complex Productions or Finished Production Minutes (Annually):**

| | 13-24 video productions or 661-1,320 minutes/year | 25-36 video productions or 1,321-1,980 minutes/year | 37-48 video productions or 1,981-2,640 minutes/year | 49 or more video productions or 2,641 or more minutes/year |
|---|---|---|---|--|
| Additive Positions | | | | |
| Chief of Operations | | 1 | 1 | 1 |
| Producer/Director | 1 | 2 | 3 | 4 |
| Video Production (Journeyman/ Craftsman) | 2 | 3 | 4 | 4 |

2.4. **Workload Factor:**

2.4.1. **Title.** Video Production Minutes.

2.4.2. **Definition.** The number of complex (scripted and edited) productions, 15-30 minutes in length (interactive courseware products completed by video production activities may run from 30 to 90 minutes) or finished production minutes, completed annually. Historical stock footage research and sound effects may also be required. Only core mission-related video production minutes, as described in the mission statement, count toward manpower authorizations. Noncore video production minutes (i.e., retirements, air shows, change of command, etc.) will not count toward manpower authorizations. In some cases video production may be limited to video recording functions only (refer to Attachment 2, positive variance number 13 for a description of video recording). Personnel outside the producing activity such as subject matter experts or technical representatives may assist in the production effort.

2.4.2.1. The core manpower provides the capability equal to 12 complex productions or 660 finished production minutes. Application of positive and negative variances, subject to specific unit missions, will adjust the core accordingly.

2.4.4. **Source.** The unit annual video production report, RCS - 1438.

2.5. **Points of Contact:**

2.5.1. **Study Facilitator.** Major Dave Holmgren, HQ USAF/PE

2.5.2. **Study Leader.** Major Dave Gebhardt, HQ USAF/SCMV

2.5.3. **Functional Representatives:**

Capt Rick McKee, HQ USAF/SCMV
 Capt Larry Nelson, HQ USAF/PER
 Mr. Bill Harris, AETC Training Support Sq
 Mr. Bill Devlin, AETC Training Support Sq
 Mr. John Bender, AETC Training Support Sq
 Ms. Darlene Brown, 11th Communications Sq
 Mr. Warren Jones, AUTV

2.5.4. **AFMEA Representative.** Mr. Glen Craft, AFMEA/AEDA

3. **Application Instructions:**

3.1. Determine the number of complex productions or total finished production minutes by summing the last fiscal year totals. Data used to compute the number of productions or finished minutes must be based on workload generated for organizations that the servicing unit is authorized to support per authority granted by HQ USAF/SCMV during the DVIAN validation process. Refer to the video production workload variance chart at 2.3.1. to determine required manpower above the core.

3.2. Add/subtract the manpower obtained from applicable variances at Attachments 2 and 3 (positive and negative variances) to the manpower requirement obtained in 3.1.

3.3. Refer to descriptions at Attachment 4 (video production core manpower) for a description of core element manpower duties.

3.4. Refer to definitions at Attachment 1 for a description of terminology used throughout the manpower standard.

BENJAMIN N. CHAPMAN, Lt Col, USAF
Chief, Plans & Productivity Division

4 Attachments

1. Glossary of References, Abbreviations, Acronyms, and Terms
2. Positive Variances to Video Production Core Manpower
3. Negative Variances to Video Production Core Manpower
- 4 Video Production Core Manpower Position Descriptions

GLOSSARY OF REFERENCES, ABBREVIATIONS, ACRONYMS, AND TERMS

Terms

Computer-generated Graphics. Visual depiction's (illustrations, animation's, etc.) created by computers of processes or concepts, usually that are not easily photographed or demonstrated. May include three-dimensional or animated objects.

Core Video Production Capability. Industry quality video production accomplished by trained video production personnel. Provides training, education, corporate communications and operational reporting video products.

Digital Video Technology. Digital recording and manipulation of video sequences.

Editing. Process of combining various audio and video segments using transitions or special effects.

Historical Stock Footage. Film or video footage of historical events.

Multiple Camera Sequences. The use of two or more cameras simultaneously to capture actions or cover events from more than one angle.

On-camera Narration. An on-camera spokesman who demonstrates, introduces, explains and/or narrates subject being portrayed.

Script Design/Development. Blueprint of program assembled in conjunction with customer;

conceptualizes and outlines flow and content of program.

Sound Effects. Background sounds that accompany or enhance screen actions.

Studio/Location Video. Video segments acquired on location or in studio.

Titles. Computer-generated titles using a variety of fonts, backgrounds, and transitions.

Voice-Over Narration. Prerecorded narration that introduces and explains subject matter. Incorporated with video during editing process.

Video Services. A video service is a product not specifically related to core video productions. Video service may consist of:

- Simple video recordings of unscripted/unrehearsed events that stand alone; segments may or may not require editing.
- Off-air recording; segments recorded off broadcast TV or satellite.
- Audio recording and editing.
- Slide-to-tape transfers.

**POSITIVE VARIANCES
TO
VIDEO PRODUCTION CORE MANPOWER**

1. Increased TV Systems Maintenance Requirement.

Due to increased production requirements over core capability, maintains additional video and video test and maintenance equipment to meet mission requirements. Depending on base requirements, may also be responsible for maintaining and integrating other base video systems and equipment including video projection systems, classroom cameras, VCRs, video lines, audio, and other related equipment. Equipment is generally industrial or consumer grade. Includes installation of all required connections and cabling within buildings where such systems are installed. 1.0 space for every 500 line items of equipment above the core requirement or for each additional 12 video productions and/or 660 finished production minutes (annually). "Core equipment" defined as: equipment required to produce up to 12 complex video productions and/or 660 finished production minutes plus other base video systems as needed, but not to exceed 900 line items, stock class 5800, 5820, 5835 and 5836. (AFSC 2E1X4)

2. Cable Distribution Systems Operations Support.

Programs customer requested video sources to various locations. Operators schedule, monitor and load tapes and cassettes into equipment, and monitor and schedule satellite down-link reception. Systems operate 8 or more hours daily. Plus 1.0 space per each 8 hours of daily operation. (AFSCs 3V0X1, 3V0X3, 2E1X4)

3. Base Cable TV System Maintenance. Installs and/or maintains cable TV distribution and receiving equipment at all distribution points and associated cabling. Plus 1.0 space per 750 distribution drops. (AFSC 2E1X4)

4. Advanced Editing Technology Requirement.

Operates installed digital video editing systems where complex character generation, digital effects, video layering, electronically inserted backgrounds, and 3-dimensional and animated sequences are required. Requires skills of full-time video editor with experience on advanced editing technology (digital) systems. (NOTE: Does not apply to PC desktop-type editing systems.). Plus 1.0 spaces per digital editing system. (AFSCs 3V0X3, 3N0X2)

5. Advanced Maintenance Technology Requirement.

Installed equipment technology requires additional technical support due to higher maintenance rates, increased operator requirements or technical complexity

(i.e., operation of Laser Vision optical disc recording system, digital video editing control room system, mobile production vehicle or studio systems involving multicamera live switching for "on-camera" talent). Plus 1.0 space per each preceding system. (AFSC 2E1X4)

6. Advanced Graphics (Three-Dimensional) Technology Requirement.

Produces three-dimensional graphics using advanced technology computer hardware and graphics software programs to simulate flight hardware, flight characteristics, physical attributes, concepts, operations, faults, and other instructional and/or operational concepts and principles. Plus 1.0 space for each required advanced graphics three-dimensional system. (AFSC 3V0X1)

7. Mobile TV Production Van.

Operates mobile video van capable of using multiple cameras in conjunction with multiple simultaneous audio/video recordings, live video switching with special effects, video/audio monitoring, and dubbing. Used for high resolution image acquisition in flight-line environments and other off-site/remote locations where studio production is impossible. Directly supports air crew and flight line maintenance training, and other requirements. Plus 3.0 spaces per mobile van. (AFSCs 3V0X3, 3N0X2, 2E1X4)

8. Interactive Courseware (ICW) Instructional Design Requirement.

Performs customer analysis to assess training requirements, designs and develops educational/training programs, instructional strategies, and scripts, flowcharts, and programs video materials for interactive courseware. Ensures media and programs correctly support ICW training objectives. Plus 1.0 spaces per designated multimedia ICW video production activity. (AFSC 33VX)

9. Interactive Courseware (ICW) Electronic Imaging Requirement.

Provides digital image support for interactive courseware training programs. Creates digital photographic and graphic images, electronically edits images, converts files to fit delivery media, and records electronically to tape floppy drives, CD-ROMs, video and other media for distribution. 1.0 spaces per designated ICW production activity producing 20 or more ICW courses per year. (AFSC 3V0X1)

10. Interactive Courseware (ICW) Producer or Director.

Provides oversight, coordination and direction to media production aspects of interactive

courseware development. Writes scripts, schedules shooting, coordinates facilities and equipment, directs image acquisition/production crews on location and in studio, reviews and selects stock footage and still imagery, and makes edit decisions. Responsible for delivering the final visual media product to courseware development personnel for integration with other instructional components to comprise the completed interactive courseware multimedia product. 1.0 space per designated interactive courseware development activity producing 12 or more ICW products annually. (AFSC 33VX)

11. Interactive Courseware (ICW) Camera Recording Support Requirement. Provides on-location still and motion media image camera recording in direct support of interactive courseware multimedia requirements. Uses analog and digital still and motion imaging camera systems. Assures optimum visual image quality to meet the instructional requirements of the interactive multimedia product. 1.0 space per each designated interactive courseware multimedia development activity producing 24 or more interactive courseware products per year. (AFSCs 3V0X3, 3N0X2)

12. Video Services Support. Performs video duplication, general video recording (excluding that for analysis, engineering or broadcast purposes) audio recording, slide-to-tape transfers, or other services that are not directly related to core video production. Services are usually unscripted and require little or no editing.. Plus .50 space per each 70 service requests per year. (AFSCs 3V0X3, 3N0X2)

13. Video Recording. Accomplishes camera coverage of events and activities for analysis, engineering, or broadcast purposes, excludes general video recording). Includes support of test center, laboratory, or range activities, or live or recorded televised broadcasts for satellite uplink/distance learning. Products may be edited to reduce length or consolidate information. Plus 1.0 space for each 3000 minutes of original video accomplished above core minimums (**Note:** Where video

recording is sole function and video production not accomplished, 1.0 space per 3000 minutes of original video minutes). (AFSCs 3V0X3, 3N0X2)

14. Videotape Duplication and Transfer Services. Make copies (dubs) of finished video productions. Includes labeling and shipping. Also included are television standards conversions (PAL to NTSC, etc.). Plus .50 space per each 1500 video copies per year. (AFSCs 2EIX4, 3V0X1, 3V0X3, 3N0X2)

15. Satellite Up-link Operations. Operates and maintains government-owned satellite up-link equipment. Supports multiple simultaneous broadcasts to various locations. Plus 2.0 spaces per each uplink classroom/control room. (AFSCs 3V0X3, 2E1X4, 3N0X2)

16. Media Training Support. Manages and conducts training sessions for senior AF leaders and commanders on responding to media inquiries. Plus .50 space per 500 hours expended in support of media training time (to include set-up, editing, etc.). (AFSC 33VX)

17. Videotape Library Management. Controls and inventories a variety of media to include blank stock, stock footage, original and master (edited) videotapes for base level and MAJCOM productions. Issues, files, ships, receives videotapes and performs other customer support. Plus .50 space per 500 transactions per month over core baseline of 250 transactions per month. (AFSCs 3V0X3, 3V0X1, 3N0X2)

18. Photographic Accessioning and Media Services. Receives, screens, and identifies for historical retention Air Force still photographic images for accessioning to the DOD Still Media Records Center. Operates still photography library for Air Force National Capital Region requirements. Responds to worldwide Air Force customer requests for still images and retrieves from DOD Still Media Records Center as required. Plus 1.0 space per 1000 work orders processed. (Applies to 11th Comm Sq only.) (AFSC 3V0X2)

NEGATIVE VARIANCES TO VIDEO PRODUCTION**CORE MANPOWER**

1. No Producer/Director Required. Apply where production complexity does not require producer/director skills. (Refer to Producer/Director Position Description) Minus 1.0 space. (AFSC 33VX)

2. Limited Production Workload. Apply where annual video production workload consists of less than 12 fully scripted complex productions. Less than 12 productions, minus 1.0 space, less than 8 productions, minus 2.0 spaces. (AFSCs 3V0X3, 3N0X2)

3. Minimal Voice Narration Requirement. Apply where less than 50 percent of productions require the skills of a broadcast journeyman. On-camera narration is usually provided by a "subject-matter expert" or other resource. Minus 1.0 space. (AFSCs 3N0X2, 3V0X3)

4. Reduced Video Equipment Maintenance Requirement. Apply where 50 percent or less of authorized equipment is repaired in-house. Urgency of

repair is not usually a compelling factor. Maintenance skills requirement is not significant. Minus 1.0 space. (AFSC 2E1X4)

5. No Video Equipment Maintenance Requirement. Apply where authorized equipment is maintained and/or repaired by contract. Minus 2.0 spaces. (AFSC 2E1X4)

6. Limited Graphics Requirement. Apply where production does not require computer graphics illustration and/or animation and when 50 percent or more of graphics requirements are simple titles that can be prepared on a character generator by other production personnel. Minus 1.0 space. (AFSC 3V0X1)

VIDEO PRODUCTION

CORE MANPOWER POSITION DESCRIPTIONS

- 1. PRODUCER/DIRECTOR.** Plans, organizes, manages, develops and coordinates all processes (including script development) related to the delivery of completed video productions. Directly responsible for all technical and aesthetic aspects of the production. Supervises production crew and effectively synthesizes all necessary elements into a meaningful and cohesive visual information product. Due to the complexity of duties and technical and managerial/leadership skills demanded of this position, an officer or officer grade civilian is required.
- 2. VIDEO PRODUCTION OR RECORDING JOURNEYMAN OR CRAFTSMAN.** Operates video cameras, basic editing and effects systems, switching systems, character generators and all associated video production/recording equipment. Assists in preproduction arrangements, i.e., set design and construction, lighting, production crew assignments, on-camera talent coordination, location set-up, script continuity, etc. Manages unit videotape library and production/recording records database. Coordinates with producer/director to assure that all required equipment necessary to support the specific production requirement is operational and available.
- 3. BROADCAST JOURNEYMAN.** Serves as on-camera narrator, provides voice-over narration, and operates required audio production equipment. Develops scripts for narration, assists in managing the unit videotape library, and serves as a production crew member for more complex productions.
- 4. GRAPHICS JOURNEYMAN OR CRAFTSMAN.** Creates, develops and prepares (using computerized graphics imaging systems) illustrations, animations, flow-charts, graphs and other visual media/images to support video productions.
- 5. VIDEO MAINTENANCE JOURNEYMAN OR CRAFTSMAN.** Supervises operation of all technical systems and maintenance personnel. Maintains all electronic systems and equipment associated with unit video production capability. Performs preventive maintenance, replaces defective components, makes emergency repairs, operates dubbing (copying) systems, and assures optimum system technical performance.
- 6. VISUAL INFORMATION JOURNEYMAN OR CRAFTSMAN (Videoteleconferencing).** Manages and operates fixed DCTN videoteleconferencing studio facilities and MAJCOM headquarters portable VTC systems. Schedules conferences; operates cameras, graphics, audio and transmission equipment.
- 7. CHIEF OF OPERATIONS.** Manages, directs, and oversees all operations required to accomplish video production in support of the unit mission. Schedules, evaluates, and monitors production workload and planning; determines project priorities; and conducts customer relations. Manages resources for optimum productivity and quality. Sets organizational goals and establishes long-range plans to meet objectives. Coordinates with command structure and customers to provide effective and efficient mission support. (Position authorized above video production core manpower where validated).